

Instructions/Tips for Using the DOTD Plan Room (Falcon)

1. A User Name and Password is required to access the **Falcon System**. If you do not have a User Name, click **Request an ID**. Fill out the form and your User Name will be sent to you by email. **DOTD Employees** should use their Domain User ID to access the **Falcon System**. A Password is not necessary for **DOTD Employees**.

2. Once you log on to the **DOTD Plans Room**, you will be presented two options; **Pre-Award Plans** or **Post-Bid Plans**.

Pre-Award Plans contain the Proposal, Addendum, Plans and all necessary project related material for projects currently being let.

Post-Bid Plans contain Project information for projects currently under construction.

3. On the Project List Screen, you have the following options:

- Sort the List: Click on any of the column names to sort either by Letting Date, Description, or Project Number. The first click sorts the list in ascending order and the second click sorts the list in descending order.
- Question Mark : Click the question mark to open the Question/ Answer Module.
- List Icon : Click the list icon to display the list of Proposal, Addendum, Plans and all necessary project related material.
- Information : Click this button for Bid and Letting Date/Time information.
- Project Number: Click the project number to search for a particular document.

4. In the DOTD Plans Room, we are currently publishing three types of documents:

- **Zip Files (.zip):** Files contain all the Project Plan Sheets or all revised Plan Sheets.

- **PDF Files (.pdf):** Files usually contain the Proposal, Addendum, or any other necessary project related material.
 - **TIFF Files (.tif):** Files usually contain the individual Plan Sheets.
5. On the Document List screen, you have the following options:
- This box is used to view multiple TIFF files. Click the box to the left of the Sheet Numbers you want to view and press **View PDF**. **Note:** This is not advised for viewing PDF files.
 -  Use the magnifying glass to view **PDF, TIFF, and ZIP** files. For ZIP files after clicking the magnifying glass, click **Save**, to copy the file to your local PC instead of View or Open. Caution: Pressing View or Open may take an extremely long time to process and may time out. **DO NOT** try to view a **ZIP** file by clicking **View PDF**. It is not compatible with the system.
 -  Use this button to view Specific Information on that particular file.

Updated: February 7, 2013

Patrick Wollerson
DOTD Plans Manager
(225) 379-1077 or (877) 376 3955